



## **Position Opening** **Communications Officer**

Local Initiatives Support Corporation (LISC) seeks a highly motivated and results-oriented individual to fill the position of Communications Officer working out of the national office in Washington, D.C.

### **About LISC**

Local Initiatives Support Corporation (LISC) is America's largest private, nonprofit community development support organization. The organization assists non-profit community development organizations in their efforts to transform distressed neighborhoods into healthy communities. LISC marshals private sector resources and provides capital, grants and capacity building programs to community-based organizations in low- and moderate- income neighborhoods enabling them to set priorities, shape the process of community renewal, and develop real estate projects. In 2007, LISC invested more than \$1 billion in low-income urban neighborhoods and rural areas, delivered through locally-staffed field offices across the country. Since 1980, LISC has marshaled more than \$8.6 billion from 3,100 investors, lenders and donors, which has helped organizations build or rehabilitate more than 230,000 affordable homes and more than 32 million square feet of retail, community, recreation and educational space – totaling \$22.3 billion in development.

LISC obtains the financing for its programs and operations through a complex combination of sources, including grants from corporations, foundations, government, and in some cases individuals, and below-market loans from financial institutions and corporations.

### **About the External Affairs Department**

LISC's External Affairs Department coordinates national communications efforts including media cultivation, producing and disseminating publications, coordinating national events, and maintaining our web presence and other electronic communications.

The External Affairs department also develops and executes strategies to maintain and diversify the private funding base, maintains systems for tracking all private fundraising efforts at LISC, develops and implements cultivation and stewardship programs, provides technical assistance to local offices, and generally represents the corporation with all national funders.

### **Position Responsibilities**

The Communications Officer will be primarily responsible for the production and dissemination of all national publications from LISC including the annual report, newsletters, corporate brochure, case studies, research papers, announcements,

presentations, and other print media. She/He will report to the Senior Vice President for External Affairs but will be expected to work with staff and senior management to develop and deploy marketing materials, both print and electronic, for LISC. She/He will:

- Participate in the execution of the communications plan;
- Oversee production and dissemination of national publications that include the annual report, print and electronic newsletters, corporate brochure, periodic papers and notices, and other marketing materials;
- Design consistent templates and guidelines for publications produced by LISC's national programs;
- Develop strategies for disseminating both print and electronic publications to LISC's key constituents;
- Write content for print and online media for the department, and in collaboration with national programs;
- Participate in creating other presentations, briefs and progress reports.

### **Qualifications**

- 1) Undergraduate degree required. At least 5 years of work experience and/or Master's degree preferred;
- 2) Excellent writing, analytical, and organizational skills;
- 3) Experience using Quark Photoshop and other desktop publishing software as well as Microsoft Office programs;
- 4) Knowledge of and experience in communications and print media, preferably in the community development field;
- 5) Ability to manage the publications process including topic identification, writing, production, and dissemination;
- 6) Ability to work effectively with outside designers, printers and mailing houses and to manage a budget;
- 7) Capacity to simultaneously work on multiple projects, and set priorities for a challenging workload;
- 8) Positive, detail- and solution-oriented;
- 9) Ability to collaborate effectively with a wide range of LISC managers and staff; and
- 10) Experience working in or with nonprofit community-based organizations and knowledge of affordable housing or community development preferred; basic knowledge of finance and banking terminology is a plus;

LISC offers a competitive salary and excellent benefits. Some travel is required. The position is located in Washington, D.C. Please send cover letter and resume to:

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**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**